

Trails Regional Library

Technical Services Clerk

Job Description

SUMMARY

The Technical Services Clerk is an essential member of the Technical Services department. The Technical Services department includes collection development, cataloging, and resource sharing for the Trails Regional Library system.

HOURS OF WORK

Full time Technical Services positions are non-exempt positions with a minimum of 40 hours per week, typically 8:00 to 5:00, Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening or weekend hours.

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum of high school diploma or equivalent required, BA/BS preferred. Clerical and computer experience, including word processing and the use of the Internet are required. Experience in libraries and familiarity with online catalogs or databases is preferred.

DUTIES

1. Managing and documenting lending with partner libraries
2. Communicating with branch staff and partner libraries regarding circulation
3. Sorting, packing, and transiting materials between libraries
4. Processing new materials for the library collection
5. Cataloging and processing materials in all formats
6. Verifying bibliographic data with established authority databases
7. Modifying records in the database
8. Tracking new material processing
9. Assessing and repairing damaged materials
10. Performing other duties as assigned

CONDITIONS OF EMPLOYMENT

1. Work with other staff members to provide exemplary service
2. Work at varying paces to respond to departmental needs
3. Attend library or other meetings as required
4. Maintain regular and prompt attendance as scheduled

SKILLS OR KNOWLEDGE

1. Communicate effectively both orally and in writing
2. Have an eye for accuracy and attention to detail

3. Able to follow detailed instructions
4. High level of comfort operating a computer and navigating the internet
5. Experience with word-processing software and spreadsheets
6. Able to work independently and as a member of a team
7. Express enthusiasm for learning new procedures or experimenting with new tools and resources

PHYSICAL REQUIREMENTS

1. Communicate in-person, through email, and over the phone
2. Able to spend up to 4 hours sitting without standing
3. Able to maneuver library materials, boxes, and carts that could weigh up to 50 pounds
4. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

COMPENSATION AND BENEFITS

Salary Track: C

Reports to: Technical Services Supervisor

Benefits: This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, time off, insurance (life, short and long term disability), and retirement. The library will pay some of the cost for health insurance. The library offers optional dependent health insurance, vision, dental, voluntary life insurance and AFLAC plans at the employee's cost.

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